

PUBLIC Involvement

Guide

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you can make a difference

Who We Are

YOU CAN
GET
INVOLVED,
AND THIS
GUIDE
WILL HELP
SHOW YOU
HOW.

- ❖ The King County Department of Community and Human Services, through its Housing and Community Development Program (HCD), administers fund sources that are aimed at improving the lives of very low to moderate-income households and communities on behalf of a consortium of local governments in King County. Whether it's funding to repair a leaking roof on a senior citizen's home or to renovate a community center in a low-income community, these funds change people's lives and make King County a better place to live for everyone.
- ❖ Most of the money we administer comes from the federal government, and since these funds are limited, we have to identify the highest priority needs in each community. That's where you come in. You can help us identify the needs in your community, how those needs should be prioritized, and whether proposed projects will meet those needs. Most of the money we administer is for use in King County outside the city limits of Seattle.
- ❖ This guide gives you information about the funding administered by HCD in partnership with the King County Consortium. Use it to find out how the funds are allocated and how you can be involved in the process.

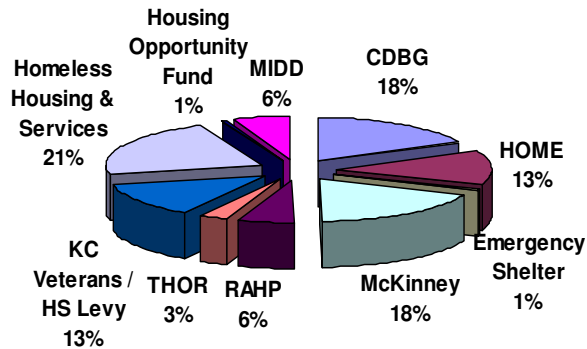
Sources, Administration, and Use of Housing and Community Development Funds

Funding Sources

HCD receives about \$10.6 million annually from three federal programs administered by the U.S. Department of Housing and Urban Development (HUD):

- ❖ Community Development Block Grant (CDBG),
- ❖ HOME Investment Partnerships (HOME)
- ❖ Emergency Shelter Grants (ESG)

Breakdown of Funding Sources



King County and Seattle jointly compete for about \$6.3 million annually from the federal McKinney Homeless Assistance Program.

In addition, King County uses local revenues and state funds to address housing needs. Together these amount to roughly \$17 million. They come from sources such as:

- ❖ The King County (appropriated annually by County Council)
- ❖ The Regional Affordable Housing Program (RAHP) and Homeless Housing and Services Program (both funded by document recording fee surcharge revenue)
- ❖ The Veterans and Human Services Levy for Housing and Homelessness
- ❖ The Transitional Housing Operating and Rental Assistance Program (THOR)
- ❖ Mental Illness and Drug Dependency (MIDD) Funds for Supportive Services in Housing

How Funds are Shared within King County

King County has entered into two partnerships with suburban cities for the use of CDBG and HOME funds. Each partnership is known as a consortium. The City of Seattle receives its own federal funding and is not a member of either consortium. It does apply jointly with the County for McKinney funds.

The CDBG Consortium includes King County and 31 cities and towns. In addition to Seattle, the cities of Bellevue, Kent and Auburn do not participate in the CDBG Consortium because they receive their own CDBG funds directly from HUD. Three additional cities, Federal Way, Renton, and Shoreline, are eligible for their own CDBG fund but have entered into a Joint Interlocal Agreement with King County to receive and administer those funds.

King County and the suburban cities that participate in the CDBG Consortium are represented on the Joint Recommendations Committee (JRC). It decides on the final allocation of available funds to eligible projects. The suburban cities are divided into northeast and south sub-regions, and each sub-region recommends which projects in its sub-region should have priority for funding.

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You may wish to participate as your city or sub-region decides how to use its share of the program funds. A portion of all funds is allocated each year for consortium administration, and for the Home Repair Program and Housing Stability Programs.

In the HOME Consortium, King County works collaboratively with 34 cities and towns to fund projects that increase the availability of decent, affordable housing. The housing program funds are not divided up among the members of this consortium. Instead, there is a single application process, which is managed by the County's Housing Finance Program. Representatives of the consortium cities help select the projects to receive HOME funds. The Consortium includes all the cities in the CDBG Consortium plus Auburn, Kent, and Bellevue.

How the Funds May be Used

Certain conditions must be met before we can use the available funds. For example, the federal government requires that the County use its federal funds to meet one or more of the following goals:

- ❖ Provide decent, affordable housing;
- ❖ End homelessness
- ❖ Establish and maintain livable communities and expand economic opportunities for low and moderate income persons

In addition, both the federal government and the County have program requirements that must be met. Each of the fund sources is designed to serve specific groups of people and to fund certain eligible activities.

- ❖ CDBG funds can be used in a variety of ways that benefit low and moderate income people and communities. Funds are available primarily for capital improvements. A small amount of CDBG funds can be used for human services. One project provides emergency grants and loans to households at risk of losing their housing. Other recent projects include:
 - Supporting apartment complexes providing permanent service-enriched housing for chronically homeless and chronically mentally-ill adults
 - Funding for park improvements, a local community center, sidewalks, and a senior center
 - Assisting low to moderate income individuals to start businesses with microenterprise loans

- ❖ HOME funds are used to increase the supply of affordable housing for families and individuals. Project sponsors use the money to build new single family homes or apartments, or to renovate older buildings. HOME funds are distributed through the County's Housing Finance Program and Housing Repair Programs.
- ❖ ESG funds are dedicated to supporting emergency shelters which serve homeless families and individuals. The funds can be used for basic operating support, including utility bills or insurance premiums, as well as small improvement projects.
- ❖ McKinney funds support numerous housing and supportive service programs which help homeless people to become more self-sufficient. King County and the City of Seattle apply jointly to the federal government annually for these funds in the national continuum of care competition, on behalf of eligible non-profit agencies and governments. The majority of the available funds support existing homeless programs.

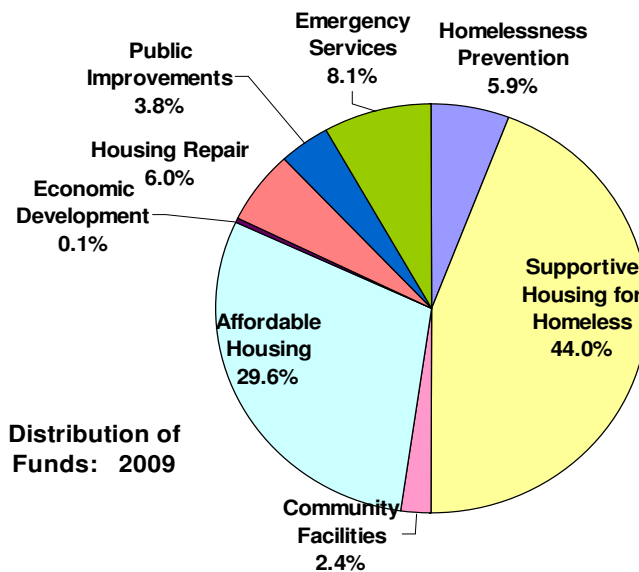
2009

FUNDS

ALLOCATED

BY

ACTIVITY



State and Local Funding Sources

- ❖ Veterans and Human Services Levy funds are used particularly for housing and supportive services for veterans and homeless persons.
 - ❖ RAHP funds are primarily for capital development of low-income permanent housing. The King County Housing Opportunity Fund also supports these types of projects.
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- ❖ *THOR funds from the state help provide operating subsidies and rental assistance for low-income housing.*
- ❖ *MIDD (Mental Illness and Drug Dependency) funds provide supportive services for people with these needs.*

THERE ARE
FIVE BASIC
STEPS
INVOLVED IN
ADMINISTERING
THESE FUNDS.

YOU CAN GET
INVOLVED AT
EACH OF THESE

- 1 Planning
- 2 Public Meetings
- 3 The Application Process
- 4 Hearings on Proposed Projects
- 5 Review of Performance and Proposed Changes

1 - Planning

King County develops written plans that detail our housing and community development needs, and describe how we intend to use federal funds to address those needs. The plans are updated regularly, and the community is invited to participate in their development.

To request a free copy of the current plan or to find out when it will be updated, please contact us at one of the address on page ten.

The Consolidated Housing and Community Development Plan provides an overall framework for the use of federal and local funds in the County outside Seattle. It includes a description of current needs, as well as a set of priorities and objectives for 2010 – 2012.

The Ten Year Plan to End Homelessness addresses the needs of homeless individuals and families in King County for a "continuum of care." It identifies the services currently available, describes gaps in the system, and outlines the priorities to guide the use of federal and local funds.

Electronic copies of the plans are available at:

http://www.kingcounty.gov/socialservices/Housing/PlansAndReports/HCD_Plans.aspx and at <http://www.cehkc.org/plan.aspx>

2 - Public Meetings

The County and each sub-region hold public meetings in early spring to discuss local housing and community development needs. The amount of money expected to be available for CDBG projects is announced at the meeting, as are the funding priorities. Please see the list of CDBG contacts at the end of this guide.

3 - The Application Process

Workshops are held in late spring for nonprofit organizations and local governments interested in proposing CDBG projects, while a notice of fund availability is issued each fall for those interested in proposing housing development projects.

- ❖ *CDBG applications are made to the County, except for the cities (Seattle, Bellevue, Auburn, and Kent) which receive their own CDBG funds. Some of the CDBG funds are reserved for region-wide activities, while others are allocated to the two sub-regions.*
- ❖ *HOME and ESG funds are allocated as a single Consortium-wide pot of funds, along with HFP funds¹. The HOME, HFP and ESG applications are submitted to the County. City or County staff can provide technical assistance to help complete the application. They are assessed by County staff and by representatives of the northeast or south sub-regions before recommendations are submitted to the Joint Recommendations Committee.*
- ❖ *Organizations seeking McKinney homeless assistance funds need to get involved in the consolidated Seattle-King County planning and application process. Typically, this planning occurs in the preceding winter and spring, with applications due to the federal government sometime during the fall.*

4 - Hearings on Proposed Projects

Selected CDBG project proposals are recommended for funding by the King County Executive and the Joint Recommendations Committee. Public hearings are then held in the fall. The city councils approve any locally-funded projects, and the Metropolitan King County Council then approves all projects for the consortium as a part of the County's annual budget.

5 - Review of Performance & Proposed Changes

Each spring the County publishes a report that details the status of all active projects funded with CDBG, HOME, and ESG, along with overall progress toward meeting our goals. The public is invited to review and comment on this report. In addition, there is an opportunity for public comment whenever an approved project seeks to make significant changes.

¹ HFP allocates the County's local Housing Opportunity Fund dollars, and administers HOME and ESG funds.

Calendar

Activities Covering All Programs

mid-march

Public review of Consolidated Annual Performance and Evaluation Report (C.A.P.E.R) which reports status of active projects funded with CDBG, HOME, and ESG dollars

mid-october

Public review of Consolidated Annual Action Plan for the next year (proposed activities to be funded with CDBG, HOME, and ESG funds)

Housing Finance Program

june

Request for proposals for next year's funds mailed

august to
september

HFP applications due

november
december

HFP projects selected

Applicants notified if they have been awarded funds

CDBG Capital Funds

february to march

County and independently-eligible cities notify public about available CDBG capital funds and priorities guiding their use

march

Pre-application submittal due

april to july

Cities and County hold CDBG application workshops in northeast and south King County

july to august

Cities and County capital applications due

august

Cities hold public hearing on proposed CDBG capital projects

of Events

CDBG Capital (continued)

Sub-regions make recommendations to the Joint Recommendations Committee (JRC)

King County Executive transmits JRC approved projects to County Council

Metropolitan King County Council holds public meetings on budget including proposed projects

County Council adopts budget including projects

Applicants notified of funding awards

CDBG Human Services and ESG (Three-year Cycle)

Priorities developed

Applications for County ESG and CDBG human services funds available every three years

Applications due for ESG and human services funds

ESG and human services applicants notified if they have been awarded funds

McKinney Homeless Assistance Funds

Community planning for countywide application to federal government

Application prepared by King County, the City of Seattle, and non-profit service providers

Awards announced

september

october

november

late november

early december

february to march

july

august

october to
november

february to june

july to october

december to
january

King County Housing and

Cheryl Markham, Program Manager, (206) 263-9067
cheryl.markham@kingcounty.gov

Housing Finance Program

Makes funding available in a competitive process each fall for the acquisition, rehabilitation, and new construction of affordable housing, including housing for homeless households and persons with special needs, and for programs that assist first-time homebuyers. For more information, contact John deChadenedes, Coordinator, 206-263-9081 or john.deChadenedes@kingcounty.gov

Homeless Housing Programs

Makes funding available for homelessness prevention, emergency shelters, transitional housing, and permanent supportive housing for homeless people, including funding for operating support, rental subsidies and supportive services needed to provide housing for homeless and chronically homeless households and to help such households to be successful in permanent housing. Also provides funding for planning and new initiatives that forward the goals of King County's Ten Year Plan to End Homelessness. For more information, contact Katy Miller, Coordinator at 206-263-9090 or katy.miller@kingcounty.gov

Community Development Program

Administers CDBG funds and makes CDBG capital funds available in an annual competitive process for community facilities, public improvements, and economic development projects that serve very low to moderate-income households and neighborhoods. For more information, contact Kathy Tremper, Coordinator at 206-263-9097 or kathy.tremper@kingcounty.gov

Sign language and communication material in alternate formats can be arranged given sufficient notice. Please call (206) 296-8672, or TDD/TTY (206) 296-5242.

Community Development Program

Housing Repair Program

Makes no-interest loans throughout the year to income-qualified homeowners for needed repairs to their homes. Assistance is available to homeowners residing outside the Seattle city limits. This program also provides assistance to renters in need of access modifications to their rental unit. For more information, contact Clark Fulmer, Coordinator at 206-263-9087 or contact the Housing Repair Hotline at 206-296-7640 or clark.fulmer@kingcounty.gov or housing.repair@kingcounty.gov

Affordable Housing Planning Program

Prepares a variety of housing plans and strategies, including federally-required plans and other key local plans in coordination with inter-agency and inter-jurisdictional planning groups. This section implements the county's development incentives and other programs designed to encourage private developers to include affordable housing in their developments. For more information, contact Rose Curran, Coordinator at 206-263-9268 or rosemary.curran@kingcounty.gov

Visit us on the Web at <http://www.kingcounty.gov/Housing>

OFFICE HOURS

8:30 AM to 4:30 PM
Monday to Friday

ADDRESS

Chinook Building
401 Fifth Avenue, Suite 510
Seattle, WA
98104-2377

E-MAIL ADDRESSES

for King County
staff use the
following syntax:
jane.doe@kingcounty.gov

There are a number of other
ways in which the County

directly assists low- and moderate-income residents. These programs provide assistance throughout the year. Lists of contacts and partners are on the HCD Program's web pages given below:

<http://www.kingcounty.gov/socialservices/Housing/Resources.aspx>

and

<http://www.kingcounty.gov/socialservices/Housing/ContractorsAndPartners/Partners.aspx>

Housing Plans and Reports, including the King County Consolidated Housing and Community Development Plan, the C.A.P.E.R., and the current Action Plan can be found at:

<http://www.kingcounty.gov/socialservices/Housing/PlansAndReports.aspx>

You can get additional information about regional activities and services by calling or emailing the contacts listed on the following page.

Other Programs & Resources Offered by King County

ARCH (A Regional Coalition for Housing)
North and East King County Cities
Art Sullivan, (425) 861-3677
<http://www.archhousing.org/>

King County Consortium
Joint Recommendations Committee
Ava Frisinger, Mayor of Issaquah, Chair

Joint Agreement City Contacts:
Federal Way CDBG Coordinator
Kolya McCleave 253-835-2653
Kolya.McCleave@cityoffederalway.com

Renton CDBG Coordinator
Dianne Utecht 425-430-6655
Dutecht@Rentonwa.gov

Shoreline CDBG Coordinator
Bethany Wolbrecht-Dunn 206-801-2331
bwolbrec@shorelinewa.gov

**Washington State Housing Finance
Commission (HFC)**
206-464-7139

Housing Development Consortium
of Seattle / King County
1402 Third Avenue, Suite 709
Seattle, WA 98101
206.682.9541 Fax: 206.623.4669
www.housingconsortium.org

United Way of King County
720 Second Avenue
Seattle, WA 98104
(206) 461-3700
<http://www.uwkc.org>

Community Information Line for health &
human services throughout King County
A service of [Crisis Clinic](#)
Phone: 206.461.3200 / TDD:
206.461.3610 Toll-free outside Seattle:
1.800.621.INFO

PUBLIC INVOLVEMENT GUIDE
Cheryl Markham, HCD Program Manager
Rose Curran, Managing Editor
Updated January 2010

*If you have suggestions about how
we could improve this Public
Involvement Guide, please contact
Rose Curran at 206-263-9268*

*In addition to accessing housing resources,
applications, and documents at
<http://www.kingcounty.gov/socialservices/Housing.aspx>, many of the major documents, including
the most recent Consolidated Plan, can be found
in the government documents section of the
following King County libraries:*

*Algona Pacific Library
Bellevue Library
Black Diamond Library*

*Bothell Library
Carnation Library
Federal Way Main Library
Kent Library
Maple Valley Library
North Bend Library
Shoreline Library
Skykomish Library
Snoqualmie Library
White Center Library*